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# The Church Missionary Committee



A MANUAL OF SUGGESTIONS



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# THE CHURCH MISSIONARY COMMITTEE

A Manual of Suggestions on a  
Unified Program of Missionary  
Education and Giving  
in the Local Church

Price, 5 Cents

Authorized by the Annual Conference of  
Foreign Mission Boards, the Home Missions  
Council, the Laymen's Missionary Movement  
and the Missionary Education Movement of  
the United States and Canada, and prepared  
and published under the direction of a com-  
mission of twelve members appointed by  
these four bodies.

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BY

MISSIONARY EDUCATION MOVEMENT OF THE  
UNITED STATES AND CANADA

## Foreword

The reasons for issuing this manual are to magnify the unity of the local church in its missionary instruction, praying, giving, and service, and to present a comprehensive scheme of organization capable of being adopted in full, or as fully as local conditions at present permit. The purpose of the manual is to suggest a method by which all departments of the church, with their varied activities and interests, may coöperate in developing the highest missionary efficiency of the Church as a whole, while retaining their separate character and service. That there is need of such unification of effort is clearly demonstrated in common experience. The suggestions contained in this manual are all based on actual experience and a wide consensus of judgment as to the methods best designed to bring largest spiritual, educational, and financial results. The manual will be revised from time to time, as further experience may make desirable. It is sent forth by the Commission with the earnest hope that candid consideration may be given to its suggestions and that multitudes of churches and workers may be assisted in their effort to hasten the extension of Christ's kingdom.

# A Plan for the Organization and Work of the Church Missionary Committee

## FIELDS OF WORK



## PHASES OF WORK



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# THE CHURCH MISSIONARY COMMITTEE

## Unified Program of Education and Giving in the Local Church

### I. The Church Missionary Committee

Since it is the mission of the whole Church to give the gospel to the whole world, the work of the Missionary Committee is central in the life of the Church. Hence, it becomes increasingly necessary to bring this Committee to its highest efficiency.

#### I. *What It Is*

It is a permanent church committee exercising a general supervision of the entire home and foreign missionary activities of the local church.

It is officially appointed or elected by the church at the opening of each church year. In order to guarantee continuity of policies and progression in work, it is desirable that

provision be made for a majority of the Committee to hold over, each year.

It is representative of all departments of the church, namely, the congregation through the official boards, the men's organizations, the women's societies, the Sunday-school, and the young people's society. The pastor should always be *ex-officio* a member of the Committee. He should keep constantly behind the committee, ever putting others forward, inspiring, counseling, and guiding. Ordinarily it is advisable that a layman be chairman.

In the case of churches whose Church Missionary Committee is composed entirely of men, not representing the several departments, unified action should be sought by arranging several conferences each year between the Committee and the representatives of the different departments.

In small churches the Committee usually consists of from five to seven members. For the larger churches, with many departments, it may be well to increase the number by the addition of several members at large. Only those should be appointed whose hearts are in the work, who command confidence, and are prayerful, energetic, tactful, and persistent. So far as possible, those appointed should be relieved of other work. Hence the Committee should not be confined to church officers.

## 2. *Why Needed*

(1) Because the Church, being primarily a missionary society, requires efficient lead-

ership, in order to realize and fulfil its great mission to the world.

(2) Because, to secure a maximum of efficiency with a minimum of machinery, the Missionary Committee has proved the simplest and most effective type of organization.

(3) Because it distributes and locates responsibility, sets many at work, and lightens the pastor's responsibility.

(4) Because it unifies the activities of men, women, and young people, and coordinates the several departments around the central purpose of the Church.

(5) Because it puts the aggressive missionary work of the Church on as stable a financial basis as the maintenance of the Church.

(6) Because it supplies a missing link between the local congregation and the missionary agencies of the Church at large, and affords a connection with the interdenominational forces.

### 3. *How Organized*

The Committee, as soon as appointed, should organize, electing a chairman and secretary. Regular meetings should be held, ordinarily once every month, at a time fixed in advance so that the members can arrange to be present.

Each member should be assigned some definite part of the work for which he is best qualified. At the regular meeting reports from each department should be presented and each phase of the work re-

viewed. Part of the time should be devoted to united study, with careful previous preparation, covering a course specially adapted to promote the efficiency of the Committee; part of the time should also be spent in definite and united prayer.

Since the Committee federates the various missionary departments and activities of the church, its members have a dual supervisory responsibility. The first is to promote the missionary plans of the congregation as a whole, designated in the chart on "Fields of Work" by the phrase "Congregational Activities." The second is to foster the missionary activities of the different departments and organizations represented on the Church Missionary Committee, by reviewing their policies, methods, and plans, articulating their efforts, and aiding their committees in the performance of their duties.

A chief purpose of the Church Committee will thus be to aid the different departments and committees in developing the fullest missionary strength possible, especially by helping at the weakest points, by making far-sighted provision for the training of leaders, and by the frequent review of all the missionary activities of the Church, preventing unintentional overlapping or duplication of effort, thus unifying the entire system of missionary cultivation.

In carrying out the duty assigned to each member of the Committee, liberty should be given to enlist the service of such associates as may seem advisable.

## II. Fields of Work of the Church Missionary Committee

### *I. Congregational Activities*

It is probably a fair statement that nine tenths of the money for foreign missions is given by one tenth of the church-members. Not many would question that in the average church fully three fourths of the money for both home and foreign missions is still given by not over one fourth of the members. Moreover, the organizations of the young people and the women and children are frequently far in advance of the congregation in giving, as well as in missionary organization, mission study, and general missionary intelligence.

These facts illustrate the general failure to plan intelligently for the missionary activities of the congregation as a whole. Wherever the pastor has recognized and faithfully used his prerogative as the divinely appointed leader, teacher, and example in prayer, education, and giving, for missions, and when, through a well-selected and representative Church Missionary Committee, the monthly missionary prayer-meeting, the every-member canvass, the weekly offering, and other forms of missionary method have been thoroughly applied, a marked increase in giving and general missionary efficiency of the congregation has resulted.

The chief duties of the Committee in relation to the congregation will be to assist

the pastor in conducting the monthly missionary survey and prayer service, to promote mission study among the members of the congregation, in harmony with other mission study plans, to foster the circulation of the denominational missionary magazine and other periodicals, book and pamphlet literature, to supervise the every-member canvass, and to promote missionary prayer, education, giving, and service in other ways most suited to the congregational life.

Since the congregational activities thus outlined are peculiarly suited to men, the membership of the Church Missionary Committee should include a large proportion of laymen.

## 2. *The Sunday School*

The Sunday-school is acknowledged to be one of the strongest educational institutions in the church, and it reaches the largest number of impressionable persons. Missionary education has a place in the Sunday-school both for the sake of the Church of the future and for immediate results. The Sunday-school missionary committee, on whom rests the primary responsibility of introducing and maintaining missionary instruction in the Sunday-school, thus has an opportunity scarcely less important than that of the congregation. This committee should be elected or appointed to represent all of the departments of the school, and its chairman should be a member of the Church Missionary Committee.

It should endeavor to make the entire

school missionary in spirit, knowledge, and service. It should study the needs of the various grades and seek to discover the best study material and methods which the teachers themselves may use with profit. The superintendent and officers may be helped by the provision of missionary opening and closing exercises. Good missionary books should be provided for the Sunday-school library, and no effort should be spared to get them widely circulated and read. Missionary material for both class and platform instruction may be secured from the denominational mission boards.

A missionary atmosphere may be created in the entire school by the use of framed photographs of great missionaries and missionary events, the bulletin-board, mottoes, maps, charts, and the Christian flag. The expression of the Christian life in personal service should be studied by the Sunday-school missionary committee in order that methods adapted to the various grades may be discovered and utilized. A financial policy for the missionary offerings of the school should be worked out in harmony with that of the church.

The Sunday-school missionary committee should provide itself with the best books of methods, missionary magazines, and catalogues, in order to keep in touch with the best and newest methods and material.

Through the Church Missionary Committee the missionary policy of the Sunday-school will need to be correlated with that

of other departments in the local church. The children may be members of several juvenile organizations; the young people will have separate organizations; and the Adult Bible Class members will be interested in the various Men's and Women's Societies. Only through the Church Missionary Committee can a program of missionary education and giving be outlined which will avoid duplication of effort and produce the highest possible efficiency.

Most of the phases of work outlined in this manual are applicable to the Sunday-school. The section of special significance is that on Graded Missionary Instruction.

### 3. *The Young People's Society*

The most successful methods of missionary organization and service in the young people's society are the mission study class, the monthly missionary meeting, the circulation of missionary literature for reading purposes, the organization and conduct of a missionary exhibit, the organization and promotion of giving, and practical forms of personal service within the community. The society should coöperate with the pastor and the Church Missionary Committee in harmonizing its plans with those of other departments of the church, and in carrying out the plans of the Church Missionary Committee by contributing workers whenever and wherever possible. The Church Missionary Committee should recognize that the principle of work for young people by

young people is fundamental in the most successful schemes of religious education for the ages from fifteen to twenty. By representation in the Church Missionary Committee, these activities can be harmonized with the comprehensive plan of education and giving of the church as a whole. Literature for young people's societies should be ordered from the Home or Foreign Mission Boards.

#### 4. *Men's Organisations*

The Men's Club or Brotherhood, the organized Bible classes of young or adult men, and other organized societies of men may be utilized in carrying out a comprehensive plan of missionary activity in the local church. All plans should be harmonized through the Church Missionary Committee with similar plans in other departments, and especially with the congregational missionary activities. The promotion of the missionary life of the members of men's organizations can be carried on best by prayer for missions and missionaries in each weekly meeting, the frequent presentation of current missionary topics in regular meetings, participation in the monthly missionary meeting of the church, the organization of mission study classes of men, lectures and addresses on missionary subjects (sometimes with stereopticon views), the enlistment of men as regular contributors to missions, and coöperation in the every-member canvass.

## 5. *Women's Societies*

In many churches one missionary society of women comprehends both home and foreign missionary interests. In other churches separate societies exist side by side. But in either case the missionary society or societies should be represented on the Church Missionary Committee. The chief methods employed by missionary societies of women through which the interest of their members and friends is aroused and maintained are regular meetings for prayer, the study of missions by use of text-books and through lectures, the circulation of a variety of leaflet, pamphlet, and periodical literature, the collection of funds, practical personal service among and for the needy of the community and for distant mission stations, at home and abroad, and the special training and instruction in missions of young women and children.

Because of the great variety of these activities there is increasing need of correlation of plans between the women's societies and the other organizations of the church. The aim of this effort to unify should not be to destroy independent initiative, but by conference and joint planning to avoid undue multiplication of appeals for gifts, prevent overlapping in educational and financial plans, and create a consciousness of the unity of the church as a whole.

Two series of mission study text-books for women are being published, one on foreign missions by the Central Committee on

the United Study of Missions of the women's foreign missionary societies, and the other on home missions by the Council of Women for Home Missions. Orders for these books should be sent to the denominational Women's Societies.

### **III. Phases of Work of the Church Missionary Committee**

#### *1. A Program of Education*

The important duty of planning and executing a comprehensive scheme of missionary education for the entire church falls to the Church Missionary Committee. The methods to be employed vary widely in character in the different departments of the church. For this reason and because usually each department plans its missionary educational activities independently of the others, unity is lacking, many members of the congregation receive no instruction at all, and the results are far below the standard possible when a representative committee plans and works for the church as a whole. The general educational ideal should be to give some missionary instruction to every member of the congregation with all educational activities harmonized and unified. In providing the necessary educational material some expense is inevitably incurred, and funds should be appropriated for this purpose through the church budget as for the expense of any other church committee. If this is not done, the Committee

will be obliged to secure the funds in some other way.

### (1) Public Presentation of the Subject of Missions

The human voice, as heard from the pulpit, will reach a larger number of people than any other agency. Missionary sermons by the pastor or others, platform meetings conducted by the men of the church or by invited speakers, missionary programs rendered by the Sunday-school or other organizations, are indispensable in a comprehensive plan of education. Some pastors never preach a "missionary sermon" because all their public messages abound in illustrations, incidents, information, and applications drawn from past and current missionary history. This method is ideal, demanding in the pastor large sympathies, constant and wide reading, discriminating observation and judgment of world events, and recognition of the universal mission of Christianity, but it should not supersede the occasional special missionary message. It is especially important that missionary sermons or addresses be delivered when there is to be no special missionary offering. Heretofore missionary sermons have not been popular because of the certain knowledge that an offering was to be taken. The introduction of sermons and addresses for their educational and spiritual value is highly desirable and will prove most effective.

### (2) The Monthly Missionary Meetings

The church missionary prayer-meeting will be alluded to under "A Program of

Prayer," since the meeting should ordinarily take the place of the regular mid-week prayer-meeting. It should, however, never be forgotten that the monthly meeting constitutes an educational opportunity of the first order. Similar missionary meetings should also be held at regular intervals in connection with the established meetings of the young people's society and other organizations of the church.

Among the many satisfactory plans for such a meeting, the following is suggested:

Have a swift survey conducted by eight persons, appointed for a year, who are to be on the alert to discover fresh items of current events affecting the Kingdom, each for his own particular arc of the world horizon. These men should serve as reporters, not speakers. They should give each month, in concise and graphic terms, such concrete item or items as can be presented within *two minutes*. These facts should be chosen with special reference to stimulating prayer and should be followed by or interspersed with brief prayer or praise, as the chairman may direct.

Some such division of the world field as the following is suggested: *a.* The Home Field; *b.* Latin America; *c.* Japan-Korea; *d.* China; *e.* India and adjacent countries; *f.* The Moslem World; *g.* Africa, and *h.* The Island World.

The main topic of the meeting should be planned weeks in advance, with a view both to variety and cumulative impression. While the swift survey is intended to give the

extensive view, the main feature should be intensive.

A series might be arranged on *The Decisive Hour of Christian Missions*, following the chapters of the text-book of that name, and drawing upon the reports of the Commissions of the World Missionary Conference for additional material. A similar series might be based on a home mission text-book, such as *Aliens or Americans?* using reference volumes and magazine articles for collateral reading. Still another series might consist of "Personally Conducted Tours of Inspection of Our Work at Home and Abroad," covering The Immigrants, The Frontier, The Indian, The Negro in America, The Problem of the City, The Country Church, The Church in Relation to Labor, Medical Work (typical hospitals and dispensaries), Educational (schools and colleges), Industrial (shops, farms, etc.), Literary (translation, publishing houses, etc.), Philanthropic (asylum, homes and schools for lepers, blind, deaf, insane, widows and orphans), Evangelistic (churches, Sunday-schools, etc.), Woman's Work (incidents showing contrasts in conditions).

In some of these the lantern may be used to advantage, not to furnish entertainment, but to visualize the work more strikingly. Programs should be planned so as to enlist the coöperation of many people in the course of a season. The several departments and missionary societies of the church should take charge of a program

from time to time. Throughout the meeting there should run a current of prayer, with specific requests put on the black-board.

### (3) Mission Study Classes

The mission study class is one of the best agencies yet discovered to spread definite and adequate missionary information. A mission study class is an informal group of from six to twelve people who come together at regular intervals, preferably weekly, for a short study of some definite missionary problem or mission field. The average text-book can be completed in eight or nine sessions, so that this form of educational work occupies comparatively little time. Such abundant helps have been provided that the problem of leadership is not more difficult than that of teaching a Sunday-school class well.

An excellent series of mission study text-books has been published and widely used. They are adapted to various classes and ages. Special books of biographies are prepared for boys and girls and young men and women. Classes for these younger people will usually be organized under the auspices of the Sunday-school or junior organizations.

Further reference is made to this under "Graded Missionary Instruction." Every church should aim to have at least one class each year. Most churches should form several groups annually for the study of these books. An abundance of material on this subject, including announcement of

courses, manuals and suggestions for organizers and leaders, and special helps to accompany each volume sent free to leaders, is at the disposal of missionary committees by applying to the Mission Boards.

#### (4) Graded Missionary Instruction

An adequate program of missionary education for the local church will include work for every person in the congregation—children, boys and girls, young men and women, and adults. The material and methods adopted must, therefore, be adapted to the needs, interests, and capabilities of the different ages. Broadly speaking, there are two periods of life-development up to maturity, namely: (1) that which precedes adolescence, and (2) from adolescence to adult life.

The period under thirteen years is commonly divided, for purposes of religious education, into three grades, as follows: Infancy, from birth to 6 years; childhood, 6 to 8 years; boyhood and girlhood, 9 to 12 years. The period after twelve years is similarly divided into three grades, as follows: Early adolescence, 13 to 16 years; middle adolescence, 17 to 20 years; later adolescence, 21 to 25 years. The section of this manual on Adult Study contains suggestions for the period above 21 years of age.

In order to plan broadly and wisely for the missionary education of the above-mentioned ages or grades, the Church Missionary Committee will need to consider the following suggestions:

a. In so far as the congregation is represented in the Sunday-school, there is no better method of reaching all its members than by the adoption in the Sunday-school of a study curriculum which makes provision for missionary instruction as an essential part of the course. The new International Graded Lessons, now issued by many denominations, contain missionary lessons for the primary, junior, intermediate, and senior grades. The completely graded series of the Bible Study Union (Blakeslee Lessons) contain admirable missionary courses for the intermediate and senior grades.

By the adoption of such a curriculum, the Sunday-school may have, not only a satisfactory system of religious education, but also a scheme of missionary instruction conceived as an essential part of the child's religious training.

b. In case the Sunday-school does not adopt a curriculum like that referred to above, the Church Missionary Committee, through its Sunday-school representative, should urge the teachers of the different classes to provide mission study as a part of their year's work. The classes may meet with their regular teacher at some designated hour through the week, or the study may be made supplemental to the regular study course or may even supplant it for a short period of weeks. Material, such as object-lessons for children, stories for boys and girls, biographies for adolescents, and various topical studies for young people, has

been prepared and is available through the Mission Boards for immediate use.

c. For organizations outside the Sunday-school, such as juvenile and young people's societies, mission bands and boys' and girls' clubs, it is suggested that the educational program be outlined in connection with the Sunday-school.

Unless these groups contain large numbers of persons not in the Sunday-school, the policy of the latter should determine the work pursued by the former. For instance, if the Sunday-school has adopted the International Graded Lessons and the children of ten and twelve years are studying stories of great missionary heroes, and if these same children are members of a juvenile society, which meets during the week, the study should not duplicate but rather supplement the Sunday-school work. This whole matter of the correlation of the educational policies of these various organizations should be considered seriously by every Church Missionary Committee.

#### (5) The Use of Literature, Charts, and Other Accessories

a. The Church Missionary Committee should select short and attractive leaflets for circulation. Once a month such a piece of printed matter may be handed to each member of the congregation as the people pass out of the church. The pastor can assist the Committee by announcing the proposed distribution, and reference to it should be made in the printed bulletin.

b. For those who are ready to read more

extensively, selected pamphlets should be used. These should be distributed personally, with a word of recommendation. Practically all Home and Foreign Mission Boards publish or otherwise furnish such literature, some for free distribution, and some at a nominal price. Whatever outlay is necessary in order to do this more thoroughly should be provided.

c. The best books on missions should be secured and circulated. Members of the Committee should themselves own books, so as to be able to recommend them to others. Each church should have its own library of missionary books, selected with reference to the different ages, grades, and uses to be made of it. Children should be guided into missionary reading by parents in the home as well as by teachers and officers of the Sunday-school, by personal recommendation, during the devotional exercises and class sessions. New books should be added each year. Many churches find it desirable to have a special library of missionary books and pamphlets, with maps, charts, curios, and other accessories, constantly available. The Mission Boards have available special sets or libraries of the best books, at greatly reduced prices. Other volumes can be ordered of the regular publishers.

d. Special effort should be made each year to secure subscriptions to the denominational missionary magazines. No other literature can serve as a substitute, for through these magazines come monthly reports of the work and workers which are

supported by prayer and contributions. Other missionary periodicals listed in the bibliography will be found helpful to some of the workers and most interested members of the church.

e. Accessories, such as maps, pictures, charts, mottoes, curios, etc., through the use of which the missionary activities of the Church of Christ are made more real, should be collected by the Church Missionary Committee from all available sources. A missionary atmosphere is created by them, if attractively displayed and wisely used.

#### (6) Correspondence

It will be found helpful to have points of contact with the work which a church or society is helping to support, according to "The Station Plan" or "The Parish at Home and Abroad," in use by several of the Home and Foreign Mission Boards. This arrangement provides for a missionary to serve as the correspondent, keeping the supporting constituency in touch by a letter as often as quarterly.

The letters, when received, will be read or paraphrased in the missionary meeting, and from the pulpit, wholly or in part; extracts be published in the church bulletins and in local newspapers, and copies be circulated among the shut-ins and absentees. Photographs and other objects of interest may be obtained from the field for the bulletin-board in the home church.

## 2. *A Program of Prayer*

The Church Missionary Committee

should seek to bring to the membership of the local church a sense of the reality of prayer and the responsibility and privilege of every Christian to utilize this primary missionary force. All department committees should join in following out a practical plan for the whole church adopted by the Church Missionary Committee. The following methods are suggested:

### (1) Public Instruction on Prayer and Missions

The example of the pastor in praying for missions in the public and private services of worship is a most potent factor in the promotion of prayer. He should pray specifically for the work or workers in which the local church has particular interest. The use by each pastor of the prayer calendar adopted or approved by the Mission Boards of his denomination is urged. The significant events of current history, vitally affecting the progress of Christianity in the world, should call forth public prayer. From the pulpit and in the mid-week church prayer-meeting, the pastor has a rare opportunity to suggest missionary topics for prayer and to encourage the members of the congregation to practise the habit of prayer for missions in the home.

The opportunity of the general superintendent of the Sunday-school and the department superintendents to instruct the young concerning prayer and missions is second in importance only to that of the pastor in the pulpit and of the parents in the home. The example of the Sunday-

school officers in praying for missions during the opening and closing exercises is a mighty factor. In like manner, teachers of classes can give definite instruction to their scholars, especially in connection with those lessons that are missionary in character.

Missionaries and many laymen and women are very glad to give addresses or testimony concerning the place and power of prayer in missions if asked to do so.

Use should be made of bulletin or blackboards in public rooms used for the Sunday services of the congregation, the meetings of the Sunday-school, young people's society and the men's and women's organizations. By this means attention can be directed to striking quotations on prayer and missions, to literature on the subject, and to definite subjects for prayer, such as missionaries, institutions, important conferences or conventions, special needs or crises on the home and foreign fields or in the administration of missions by the Societies.

The Church Missionary Committee should display and explain the helps to prayer, such as the denominational yearbooks of prayer and prayer cycles, and should enlist as many as possible in their use. The Committee may also print missionary facts and needs, with requests for prayer, on the church calendar. Literature on prayer and missions should also be circulated for private reading. Topics for prayer can be printed on the back of envelopes containing the church offering.

## (2) Monthly or Other Missionary Prayer Meetings

A definite missionary character should be given to one or more of the regular mid-week prayer-meetings or Sunday services each month, under the auspices of the Church Missionary Committee, assisted by the department committees. Considerable time should be given to missionary intercession in the regular meetings of the young people's society and the societies of men and women. It should be kept in mind that the *primary purpose of the Monthly Missionary Meetings are for Prayer.* The monthly concert was originated as a service of prayer for missions. Information is indispensable, but it should be presented with the express object of stimulating and giving point to prayer. This applies with equal force to the monthly meeting of the young people's society.

The educational features of the monthly missionary meeting are more fully set forth under "A Program of Education."

## (3) The Enlistment of Individuals

Individuals should be enlisted to pray definitely for special missionaries and mission stations or institutions at home and in foreign fields. Special occasions for prayer, due to emergencies involved in new or difficult undertakings or opportunities, should be brought to the attention of all who are thus enlisted. A daily prayer cycle should be used. Heads of families should be enlisted to pray for missions regularly in family devotions.

The report of the Commission on the Home Base, of the World Missionary Conference, sums up this section in these notable words: "When the Church sets itself to pray with the same seriousness and strength of purpose that it has devoted to other forms of Christian effort, it will see the kingdom of God come with power."

### 3. *A Program of Finance*

#### (1) The Individual Subscription

There is no longer any need to prove that the occasional collection is an utterly inadequate and obsolete way of providing for either the maintenance of the church or for the fulfilment of its mission. Beyond all question the best plan is that presented in I Cor. xvi. 2: "Let each one of you (individually) lay by him in store, upon the first day of the week (systematically), as he may prosper (proportionately), that no collections be made when I come."

There follows a form of subscription which is widely used:

MISSIONS AT HOME		MISSIONS		MISSIONS ABROAD	
Per Week				Per Week*	
\$15				\$5	
\$14				\$4	
\$13				\$3	
\$12				\$2	
\$11				\$1	
\$10				.50	
25				.25	
20				.10	
10					
Enter amounts larger than \$5 or smaller than 10c in blank spaces.		"Upon the first day of the week (SYSTEMATICALLY) Let every one of you (INDIVIDUALLY), lay by him in store as God hath prepared him" (PROPORTIONATELY). —I Cor. 16:2		Enter amounts larger than \$5 or smaller than 10c in blank spaces.	
For the extension of the Kingdom AT HOME and ABROAD. I wish to give on the WEEKLY* basis, until revoked, the amounts checked on the margins.					
I prefer to make my payments _____ (State whether weekly, monthly, or if annually, when)					
NAME _____					
ADDRESS _____					
*All subscriptions are calculated on the WEEKLY basis, although payments may be made as desired. If no preference is expressed, payment will be understood to be weekly.					
This form of pledge card furnished only on special request DUPLEX-Richmond, Va.					

The weekly offering plan is best, because:

a. *It is worshipful.* It provides for the exercise of the grace of giving as an integral part of the services of the Lord's Day, thus uniting it with prayer.

b. *It is educational.* It keeps the Church's mission before the people habitually.

c. *It is effectual.* It enlists more givers and enables them to give more.

d. *It is economical.* Furnishing funds regularly, it saves interest and prevents indebtedness.

e. *It is equitable and helpful to all interests.* By tapping fresh springs, it swells the stream of contributions for current expenses and for all causes.

(2) The Annual Every-Member Canvass

The best way to secure the individual subscription is by a personal canvass of the entire congregation. Experience suggests the following way of launching and carrying out this canvass.

a. Have a conference at a supper, with tickets purchased in advance.

b. Display the facts, showing the number of givers and what the church has given, both in the aggregate and per capita, for:

(a) Current expenses.

(b) Missionary causes in America.

(c) Missions abroad.

c. After full discussion, set a definite financial goal for missions for the ensuing year, resolving by rising vote to coöperate in reaching it.

d. Ask for no subscriptions at the supper.

e. Appoint canvassers (an every-member

canvass committee), including representatives of all the coöperating departments. Instruct them carefully in the methods of the canvass and in the work of the missions to be supported by the church.

f. Divide the canvassers into teams of two each.

g. Assign the entire congregation to these teams to canvass for an offering on the weekly basis.

h. Prepare the way by use of literature and special preparation from the pulpit by the pastor and by lay speakers, and through all the coöperating organizations. This period of preparation should cover not less than three weeks.

i. Permeate the entire canvass with prayer as a spiritual service rendered to the Master.

j. Set a limit—not exceeding two weeks—within which the canvass shall be completed.

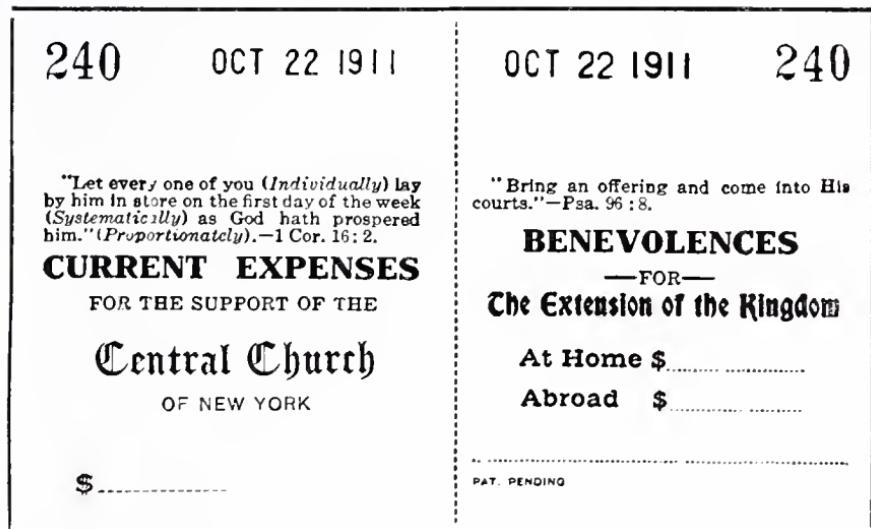
Giving, like prayer, is a Christian grace. The father cannot exercise this grace for his child nor the wife and mother for her husband and family. The church owes it to its membership to give each member a share in the missionary work of the church. No Christian life is complete which does not have part in the world-wide work of the Kingdom.

### (3) The Weekly Envelope

The best collecting device yet discovered is a double envelope, providing in one pocket for the maintenance of the church locally, and in the other for the whole mis-

sion of the church, in the homeland and abroad.

Such an envelope as this is widely used:



This plan

- a. Promotes regular, systematic and liberal giving.
- b. Promotes this for both current expenses and missionary offerings.
- c. Enables the contributor to give the largest possible amount with the least possible strain.
- d. Puts the mission of the church and its maintenance side by side, and calls for a sense of proportion between these claims.
- e. Obviates the multiplication of envelopes for special causes.
- f. Makes it possible either to have a separate treasurer for the benevolences, which is usually advisable, or to have but one for the two funds.
- g. May have requests for prayer for every month printed on the back, thus link-

ing the grace of giving with the ministry of intercession.

#### (4) The Specific Object

Concrete and specific appeals are more stimulating to the imagination than those which are general and abstract. Hence, some mission boards, both home and foreign, have found it helpful to reduce the broad generalization of Missions to the more concrete terms of what is known as the Station Plan, or the Parish at Home and the Parish Abroad. By this is meant so much of the work in some particular station (in its entirety and all its rich variety of evangelistic, medical, educational, industrial, and Christian literature work) as the subscriptions of the members of any church for this purpose may cover. Care should be taken to ascertain by correspondence with the denominational missionary societies whether either of these plans are in use, and, if not, by what methods definite contact with the work on the fields, at home and abroad, may be established and maintained. Most Boards do not approve of the old plan of assigning a native worker for support, and therefore the Station Plan and the plan of the Parish at home and abroad have been provided.

#### (5) Christian Stewardship

The Committee should seek by every means within its power to promote higher ideals of Christian Stewardship. The great need of the hour is for a vital conception of the Christian use of money and the enlistment of every Christian as a contributor

and an adequate supporter of the work of the Kingdom of Jesus Christ.

### (6) A Standard

An increasing number of churches believe that they should give not less for the extension of the Kingdom through all the world than they expend upon their own maintenance. Many should give very much more. This standard is recommended as an objective for every church.

### (7) Correlation of Giving Plans

The chief difficulty in laying out and executing a unified plan of missionary activities in the local church centers in the adoption of the missionary budget, the securing of subscriptions, the collection of the money, and the disbursement of the funds. This difficulty must be recognized, and faced with patience, resolution, and wisdom. Traditional methods can and should be adjusted, or even abandoned, if thereby the coöperation of the entire church can be enlisted in a concerted effort. The following suggestions deal with the details of the problem of harmonizing and uniting the several financial plans and activities of the average parish:

- a. A financial objective or budget for the entire church, including all departments and all objects approved by the church, should be adopted.
- b. The every-member canvass is unquestionably the best method of securing subscriptions, and the weekly offering the best basis of subscription and collection. These

two methods are suited to all ages and departments of the church.

c. In the actual execution of these plans it will usually be found that heretofore the congregation, the women's societies, the young people's society, the men's organization, and various other groups or classes in the church, have had independent budgets, treasurers, and methods of collecting and disbursing funds. In some cases difficulty has arisen over the asserted right of this or that organization to the exclusive financial cultivation of a certain group. Duplication of financial appeal has been common. The advocates of the plan of unifying the schemes of education and giving believe that far larger results will be obtained if the church as a whole adopts a comprehensive budget.

The commission of twelve which has prepared this manual recognizes the difficulty of the task of bringing about at once a complete unifying of financial effort. It has concluded that this special subject requires more careful study, and consultation with a large number of leaders, representing the various societies and organizations to which the various departments of the local church owe allegiance. It has, therefore, recommended to the four organizations by which the joint commission was appointed that provision be made for this further study, in the hope that shortly a complete and authoritative statement on the subject may be included in a later edition of this manual.

For the present it is strongly recommended that the every-member canvass be carried out to the last member of the church and congregation; that the subscriptions should be returned, as far as possible, in duplex envelopes, through the congregational offerings; and that the separate gifts of the several departments of the church, including the Sunday-school, the men's and women's organizations, and the young people's society or societies should be over and above the adopted missionary budget of the church, or else that a definite apportionment of parts of the missionary budget be made to them.

#### 4. *A Program of Service*

The early Christian Church was a witness-bearing Church, and its marvelous success is largely accounted for by the fact that *every Christian* was a missionary. The Church of to-day calls loudly for personal Christian service in the community and the dedication of life to the various forms of Christian work at home and abroad. This may be realized by:

(1) The enlistment and training of leaders and workers for all the departments and committees of the local church. Such service will be a means of developing a sense of responsibility for others, which lies at the foundation of all missionary endeavor. Special attention should be given by the Church Missionary Committee to the multiplication of opportunities for definite Christian activity.

(2) A scientific survey of the church in relation to its community, and an enrolment of volunteer workers in the activities of the various charitable, social, and religious institutions.

(3) The presentation to young people of the call to Christian service as a life-work, emphasizing the ministry and the work of missions both in the homeland and in foreign mission fields.

(4) The presentation of the duty and privilege of every Christian to view his vocation as an opportunity to serve the kingdom of God.

#### IV. Bibliography

The literature and supplies listed in this Bibliography should be ordered of the Home or Foreign Board of one's own denomination.

##### *1. The Church Missionary Committee and Its Work*

The Church Missionary Committee, Its Fields and Functions. Intended for free distribution. A four-page leaflet containing in briefest outline the contents of this Manual.

Suggestions to Leaders in the Every-Member Canvass. Laymen's Missionary Movement, New York. Price, 5 cents.

A pamphlet giving instructions to the canvassing committee for carrying on their work with lasting results.

They Did It. Laymen's Missionary Movement, New York. Price, 5 cents.

A pamphlet exhibiting the record and testimony of churches in which the every-member canvass and the weekly offering have been used.

Community Study, by W. H. Wilson. Missionary Education Movement, New York. Price, 35 cents.

A practical scheme for the investigation of the problems of the large town or city ward.

It Won't Work With Us. Laymen's Missionary Movement of the Methodist Episcopal Church, 150 Fifth Avenue, New York. Price, 5 cents.

\*A pamphlet answering the stock objections to the financial plans advocated in this Manual.

Subscription cards and envelopes for use in the every-member canvass should be obtained from the denominational Mission Boards.

A catalogue of Mission Study literature, with a presentation of methods that have succeeded. Free on application to the Missionary Education Movement.

Mission Study Class Manual, by B. C. Millikin. Missionary Education Movement, New York. Price, 5 cents.

A Cycle of Prayer for the World, by W. E. Doughty. Laymen's Missionary Movement and Missionary Education Movement, New York. Price, 10 cents.

Missionary Map of the World, on muslin, in colors, 5x9½ feet. Missionary Education Movement, New York. Price, \$3.00, postpaid.

## *2. The Pastor*

The Pastor and Modern Missions: A Plea for Leadership in World Evangelization, by John R. Mott. 1904. Student Volunteer Movement, New York. Price, \$1.00.

A discussion of the pastor as an educational, a financial, a recruiting, and a spiritual force in the world's evangelization.

## *3. The Sunday School*

A catalogue of Sunday School literature and supplies, together with a missionary policy for the Sunday School. Free on application to the Boards or the Missionary Education Movement, New York.

Fifty-eight Varieties: One Better, by Joseph Clark. Missionary Education Movement, New York. Price 5 cents.

A pamphlet with a list of fifty-eight varieties of missionary activities for adult Bible classes. Missionary Methods for Sunday School Workers, by George H. Trull. Revised edition, 1910. Board Covers. Missionary Education Movement, New York. Price, 50 cents; postage, 7 cents extra.

The Adult Bible Class and Missions. A four-page leaflet giving a missionary policy for the adult Bible class. Missionary Education Movement, New York.

List of Courses on the Suggested Themes for Missionary Instruction in adult Bible classes. A four-page leaflet. Missionary Education Movement, New York.

#### *4. Missionary Magazines*

The denominational missionary magazine. It is of first importance that each missionary worker should subscribe for his denominational magazine.

The Missionary Review of the World. Funk & Wagnalls, New York. Price, \$2.50.

An illustrated monthly magazine of missionary methods, problems, biography, and history.

The International Review of Missions. Missionary Education Movement, New York. Price, \$2.00.

A quarterly for advanced readers.

Men and Missions. Laymen's Missionary Movement, 1 Madison Avenue, New York. Monthly. Price, 50 cents.

The Moslem World. Fleming H. Revell Co., New York, American Agent. Price, \$1.00.

A quarterly review of current events, literature, and thought among Mohammedans, and the progress of Christian Missions in Moslem lands.



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